Virtual Trade Mission 2020 - Manual for Success

Hi, Welcome to the BIG DAY of Virtual Trade Mission 2020. Please see below for the guides on how to access B2Match platform, and the tips on maximising the experience.

1. **Log In.**

Please refer to the links of the individual events:

18th November Malaysia: https://ireland-malaysia-dairy-virtual-trade.b2match.io/

24th November Indonesia: https://ireland-indonesia-dairy-virtual-trade.b2match.io/

26th November Philippines: https://ireland-philippines-dairy-virtual-trade.b2match.io/

1st December Thailand: https://ireland-thailand-dairy-virtual-trade.b2match.io/

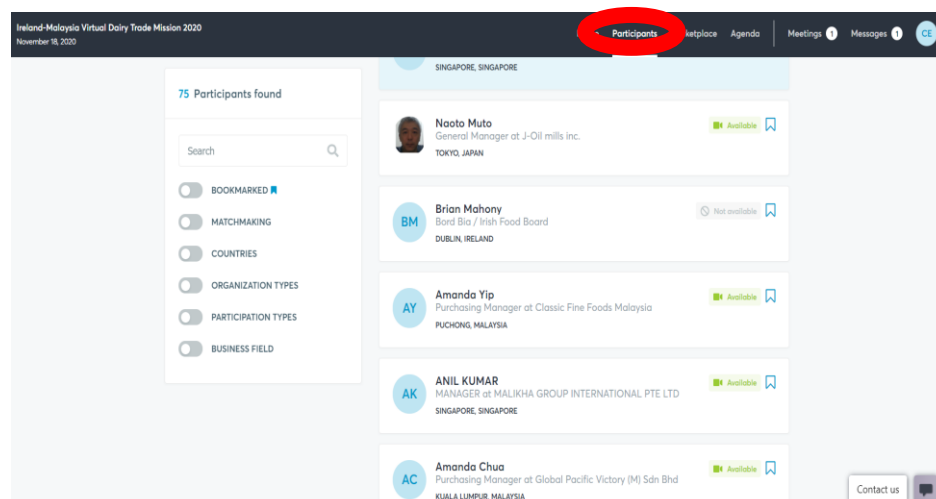3rd December Vietnam: https://ireland-vietnam-dairy-virtual-trade.b2match.io/

Please login at the homepage, or register yourself if you have not done so.

2. **Participants List**

View the suppliers' under the participants list. You can still request meetings and send messages even on the day of the webinar.

Click on the profile tab you would like to meet.

3. Request Meeting

You may request meeting with the selected suppliers' after clicking to their profile.

4. Accept Meetings

Under the meetings tab, you are able to view meetings that are confirmed / pending for confirmation.

5. Confirm Meeting Timeslot

You will be able to choose the preferred timeslot for the meeting. Unavailable timeslot will be blocked. Click confirm, and the meeting is confirmed!

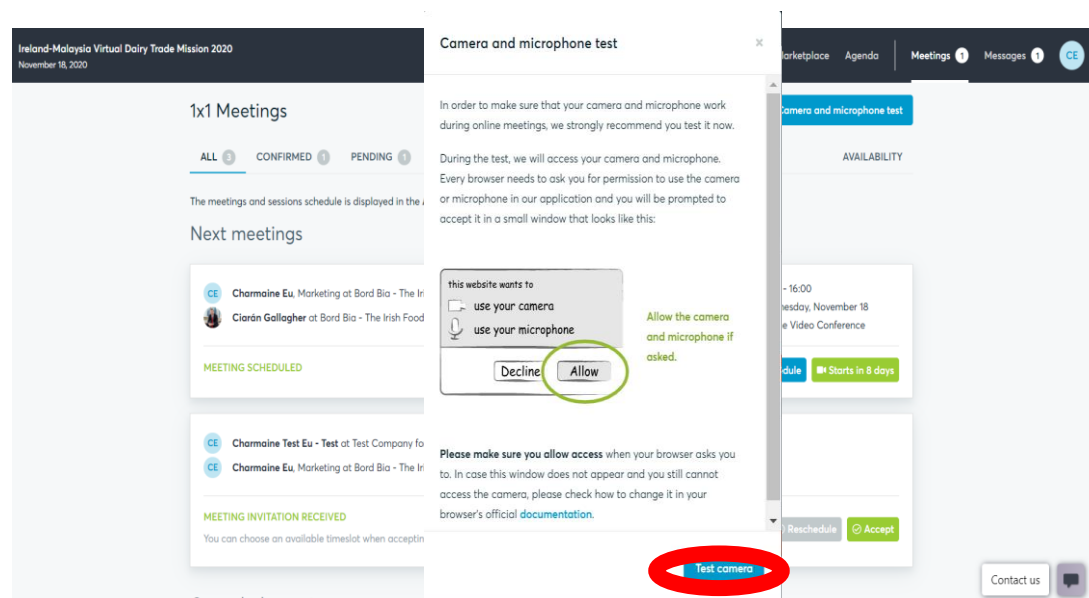## 6. Technical preparations for Meeting

Please check your camera, microphone, speaker and headset are working well on B2Match platform before the meeting. Click on the test button to check your equipment. We encourage you to check before the meeting start, in order to maximise the 15 minutes with fruitful discussion.

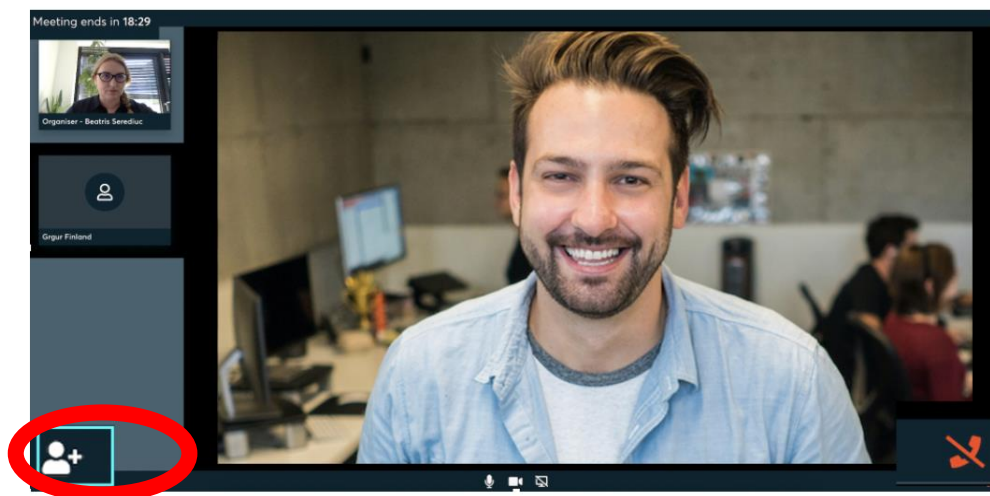Please remember to allow B2Match to access the camera and Microphone.

7. Invite Guest to meetings

You can invite your team to join in the meeting once it starts. Click on the ínvite guests' button to generate invitation link. You can send this to your colleagues – anyone with this link can join the meeting, limited to 5 people.
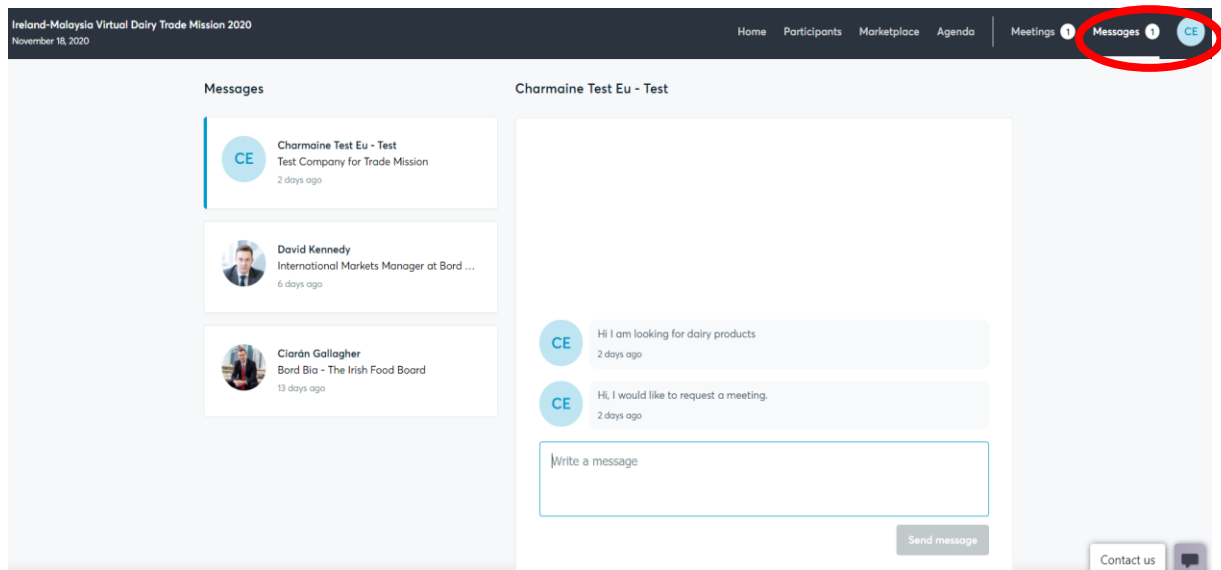

8. Send Messages

You can send Message at the participants's profile page.

9. View Message inbox

The message button on the top right hand allows you to view all messages sent / receive

10. Access the webinar on the actual day

Click on the Live Stage to view the Live Webinar